

**DIVERSITY COUNCIL**  
**HOOVER BUILDING, LEVEL A, CONFERENCE ROOM 5**  
**APRIL 25, 2008**  
**2:30 PM – 4:30 PM**

Agenda Item	Notes
<b>Members Present</b>	Mollie Anderson, Department of Administrative Services (DAS) Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Preston Daniels, Employee and Family Resources, Chair Renee Hardman, Bankers Trust, Co-Chair Shirley Hicks, Iowa School for the Deaf, Retired Robin Jenkins, DAS-HRE Miguel Moreno, Department of Transportation Alba Perez, Greater Des Moines Partnership Jonathan Thorup, Department of Public Safety Dinh VanLo, Tai Village, Inc.
<b>Members Absent</b>	Reginald Jackson, Wells Fargo Bank, N.A. Jim Larew, Governor's Office Walter Reed, Jr., Department of Human Rights Ralph Rosenberg, Civil Rights Commission Miriam Tyson, Iowa Department of Economic Development (IDED) Stephen Wooderson, Iowa Vocational Rehabilitation Services (IVRS)
<b>Designees</b>	Barb McClannahan, IVRS, sitting in for Council Member Stephen Wooderson Deborah Svec-Carstens, Governor's Office, sitting in for Council Member Jim Larew
<b>Other Attendees</b>	G. Dean Austin, Department of Public Health Sherry Barnard, Deaf Action Center, Interpreter for Shirley Hicks Iva Burkett, Department of Human Services (DHS) Susan Churchill, DAS-HRE, responsible for taking meeting minutes Beverly Clark, IDED Joe Ellis, DAS-HRE R. Ellis, Concerned Citizen Jesus Estrada, DAS-HRE June Froehle-Snyder, DHS Syeta Glanton, Governor's Office Tomika Greene, DAS-HRE Linda Hanson, Department of Natural Resources (DNR) Mary Ann Hills, DAS-HRE Sally Jagnandan, DNR Tereasa Jefferson, Iowa Workforce Development Renaldo Johnson, DHS Andye Jones, DHS Barbara Kroon, DAS-HRE Teama McGregor, Department of Corrections Crawford Norwood, DHS Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks Bill West, DAS-HRE Mary Alice Williams, DHS Bryan Wood, Concerned Citizen <i>Others were present who did not sign in.</i>

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<p><b>Agenda Items</b></p>	<ul style="list-style-type: none"> <li>I. Opening Remarks – Preston Daniels</li> <li>II. Review and Approval of Meeting Minutes of April 11, 2008             <ul style="list-style-type: none"> <li>A. Alba Perez asked to have her discussion with Jim Larew – regarding communication with the Governor – added to the minutes.</li> <li>B. Shirley Hicks noted that she participated in the April 11 meeting via video conference from her home and that her interpreters – Donna Scarfe and Sherry Barnard – were not present.</li> <li>C. The Council approved the minutes with the changes above.</li> </ul> </li> <li>III. New Business             <ul style="list-style-type: none"> <li>A. Alba Perez would like to have the Council develop a way for citizens and state employees to contact the Diversity Council with questions and concerns.                 <ul style="list-style-type: none"> <li>1. Mollie Anderson suggested putting a link from the Governor's webpage to the Diversity Council webpage on the DAS site.</li> <li>2. Preston Daniels stated that the Council would discuss this issue at the May 8 meeting.</li> </ul> </li> <li>B. As requested at the April 11 meeting, DAS compiled a listing of merit-exempt employees by department and job class; Council members will bring any questions to the next meeting.</li> </ul> </li> <li>IV. Sally Jagnandan and Linda Hanson from the Department of Natural Resources (DNR) presented an overview of hiring practices in their department.             <ul style="list-style-type: none"> <li>A. DNR created a Hiring Assistance Team to help supervisors with:                 <ul style="list-style-type: none"> <li>1. Candidate recruitment.</li> <li>2. Applicant screening.</li> <li>3. The interview process.</li> <li>4. Applicant selection.</li> </ul> </li> <li>B. The Hiring Assistance Team is made up of volunteers who have other full-time positions in DNR.                 <ul style="list-style-type: none"> <li>1. The team facilitates the hiring process.</li> <li>2. Supervisors make the final hiring decision.</li> </ul> </li> <li>C. The process begins with a "Hiring Justification Memo" in which supervisors must explain why a position – either an existing position or a new one – must be filled.</li> <li>D. The Hiring Team helps the supervisor fill out the required Position Description Questionnaire (PDQ) and asks the assistance of the Personnel Officer in DAS-HRE, if needed.</li> <li>E. Notices of available positions in DNR are placed:                 <ul style="list-style-type: none"> <li>1. On the DNR website with a link to the BrassRing applicant tracking system in the Department of Administrative Services – Human Resources Enterprise (DAS-HRE).</li> <li>2. In various publications, including the Des Moines Register.</li> </ul> </li> <li>F. DNR also asks current female, minority, and disabled employees to serve as "front-line recruiters" to assist in getting a diverse applicant pool.</li> <li>G. Once the list of qualified applicants is issued by DAS-HRE, the Hiring Team assists in screening applicants, noting any underutilization.</li> <li>H. The supervisor and the Hiring Team develop a set of interview questions, conduct interviews, and score applicants.</li> <li>I. If the supervisor decides to hire someone who did not have the highest score among the entire interview team, then he or she must justify this decision in writing.</li> <li>J. With the help of the Hiring Assistance Team, DNR has reduced their hiring process from 111 days to 49 days.</li> <li>K. Discussion:                 <ul style="list-style-type: none"> <li>1. Alba Perez asked if this approach is unique to DNR.                     <ul style="list-style-type: none"> <li>a. Nancy Berggren stated that:                         <ul style="list-style-type: none"> <li>1). The hiring process varies by department.</li> <li>2). In most departments, the supervisor screens applicants and assembles an interview team.</li> <li>3). Some departments will also ask for assistance from their Personnel Officer in DAS-HRE.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>b. Mollie Anderson pointed out that some small departments only hire one or two positions in a year and often ask for assistance from DAS-HRE.</li> </ul> </li> <li>2. Alba Perez would like the Council to discuss how to get consistency in the hiring process with all state departments; she asked if DNR's system could be applied to other agencies.</li> <li>3. Robin Jenkins asked Linda Hanson to list the underutilized positions in DNR. Answer: <ul style="list-style-type: none"> <li>a. Conservation Officers (Law Enforcement)</li> <li>b. Recreation</li> <li>c. Park Ranger</li> <li>d. Natural Resources Technicians</li> </ul> </li> <li>4. Dinh VanLo noted that since 2005, DNR has seen a relatively small increase in the number of minorities, females, and persons with disabilities hired. <ul style="list-style-type: none"> <li>a. While the hiring process was reduced from 111 days to 49 days, he questioned whether or not the hiring process was achieving a diverse workforce.</li> <li>b. Dinh VanLo noted that if "mostly white males" are interviewed, then the department "will most likely hire a white male."</li> <li>c. Mollie Anderson pointed out Governor Culver has asked for the Diversity Council's help with this process.</li> </ul> </li> </ul> <p>V. Subcommittee Reports</p> <ul style="list-style-type: none"> <li>A. Report to the Governor – This subcommittee had nothing to report at this time.</li> <li>B. State's Hiring Policies and Practices – Miguel Moreno reported to the Council on behalf of the subcommittee. <ul style="list-style-type: none"> <li>1. The subcommittee met with DAS staff to discuss the Hiring Practices summaries that departments submitted to DAS in compliance with Governor Culver's Executive Order Four.</li> <li>2. The DAS staff described the process used to review the submissions.</li> <li>3. DAS had questions regarding some of the submissions and will follow up with departments. (The subcommittee supported this idea.)</li> </ul> </li> <li>C. Diversity Training for Entire State Workforce – Dinh VanLo reported to the Council on behalf of the subcommittee. <ul style="list-style-type: none"> <li>1. The subcommittee met with Rita Rizzo about the possibility of condensing the full-day training for managers and supervisors into a half-day training for the entire state workforce.</li> <li>2. The subcommittee is obtaining possible topics for training.</li> </ul> </li> </ul> <p>VI. "Fueling Conversation and Action on Race" – Since Walter Reed was absent today, this topic was not discussed.</p> <p>VII. Working Definition of Diversity</p> <ul style="list-style-type: none"> <li>A. Renee Hardman noted that the Diversity Council succeeded the Hiring Practices Working Group, which was created by former-Governor Vilsack to focus on discrimination against people of color in the State's hiring practices.</li> <li>B. Alba Perez was concerned that others will think of the Diversity Council in terms of race and color, but the Council must think broadly.</li> <li>C. Preston Daniels noted that because Governor Culver's Executive Order Four seems broad, the Council should not search out another definition of diversity. He quoted Executive Order Four: <i>a 'diverse workforce' includes employees with differences in age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability.</i></li> <li>D. No specific action was taken at this time.</li> </ul> <p>VIII. Citizen Input: Discussion of Logistics – The Council will discuss this issue at the next meeting.</p> <p>IX. Public Comment</p> <ul style="list-style-type: none"> <li>A. Tereasa Jefferson inquired about the timetable for the diversity training for managers and supervisors; Nancy Berggren answered that it is scheduled to start at the end of June.</li> <li>B. R. Ellis asked, "What is underutilization?"</li> </ul>

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	<ol style="list-style-type: none"> <li>1. Nancy Berggren stated that a position is underutilized if the State's workforce (for minorities, females, or persons with disabilities) is lower than the available Iowa labor force.</li> <li>2. Mollie Anderson referred R. Ellis to the State's Affirmative Action Report on the DAS-HRE website.</li> </ol> <p>C. Andye Jones was concerned that the Diversity Council might get off focus and conditions in departments would remain the same. If this happens, will she be able to register a complaint with the Council?</p> <ol style="list-style-type: none"> <li>1. Preston Daniels stated that once the Diversity Council has finalized its business, it will disband; however, the Council will continue to keep her comments in mind.</li> <li>2. Mollie Anderson pointed out that employees may always bring complaints to DAS.</li> </ol> <p>D. Tereasa Jefferson asked if the Council will be reviewing the NAACP report that was submitted to the Hiring Practices Working Group; Preston Daniels answered, "Yes."</p>
<b>Items for Next Meeting</b>	<ol style="list-style-type: none"> <li>I. Overview of State Hiring Practices – Presentation #5: Workforce Composition</li> <li>II. Subcommittee Reports</li> <li>III. "Fueling Conversation and Action on Race"</li> <li>IV. Citizen Input – Discussion of Logistics</li> <li>V. Public Comment</li> </ol>
<b>Next Meeting</b>	<p>The next meeting will be held on <b>Thursday</b>, May 8, 2008, from 2:30 p.m. – 4:30 p.m. <b>in Conference Rooms 329 – 330 on the third floor of the Hoover Building (north of the elevators).</b></p>
<b>Adjourned</b>	<p>Meeting adjourned at 4:30 p.m.</p>